QRG

Bomb-Making Materials Awareness Program (BMAP) Activity Tracker

Bomb-Making Materials Awareness Program (BMAP) End Users

The BMAP Activity Tracker was built to record outreach activities conducted by BMAP outreach liaisons. Use this quick reference guide (QRG) to learn how to navigate to the BMAP Outreach Activity Tracker and add a new activity by completing the BMAP Community Activity Liaison Form.
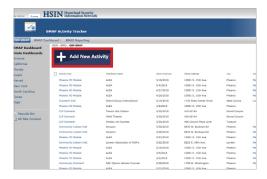
Add a New Activity to the Outreach Activity Tracker

1. Located in the top right of the BMAP page is the **Outreach Activity Tracker**. To navigate to the Activity Tracker, simply click on the button outlined in red below.

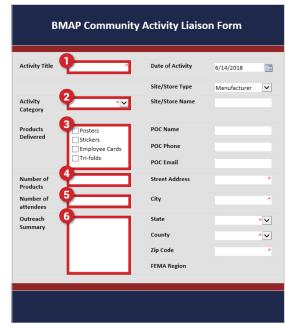2. To record a new entry, click on the **Add New Activity** button in the top left of the list.

Note: Clicking on the Outreach Activity Tracker will take you to a page that displays all the BMAP Outreach efforts that have taken place in your particular state or territory, and gives you the option to add new entries.

Complete the BMAP Community Activity Liaison Form

1. **Activity Title** is the name for your entry and should describe the outreach activity (i.e. Outreach Visit).

2. Select **Activity Category** from the drop-down options of: Workshop, Site Visit, Conference or Other.

3. Select the **Products Delivered** by checking the appropriate boxes.

4. Provide the **Number of Products** delivered per your response to Products Delivered (#3).

5. Record the **Number of Attendees** (as close as possible) at the outreach event.

6. Provide an **Outreach Summary** of the activity and any potential outcomes or action items.

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7. Select the **Date of Activity** by clicking on the calendar icon and selecting the appropriate date.

8. Select the **Site/Store Type** from the drop-down options of: Manufacturer, Distributor, Wholesaler, Retailer, Business, Lodging, Convention Center, Emergency Services or Training Facility.

9. Provide the **Site/Store Name**.

10. Provide the **POC Name**, **POC Phone** and **POC Email** for the POC who you worked with to schedule the outreach activity.

11. Provide the location information for where the activity took place (**Street Address**, **City**, **State**, **County** and **Zip Code**).

12. The **FEMA Region** will automatically populate based on the location information you provide.

13. To save your new activity tracker entry, click on the **Save Button** in the top left of your screen.

14. After hitting save, your new entry will appear on the Outreach Activity Tracker list and on your state/territory page.

BMAP Community Activity Liaison Form

Activity Title	*	Date of Activity — ⑦ 8/14/2018
		Site/Store Type — ⑧ Manufacturer
Activity Category	* ⌄	Site/Store Name — ⑨
Products Delivered	☐ Posters ☐ Stickers ☐ Employee Cards ☐ Tri-folds	POC Name ⑩ POC Phone POC Email
Number of Products		Street Address
Number of attendees		City *
Outreach Summary		State ⑪ * ⌄
		County * ⌄
		Zip Code *
		⑫ FEMA Region

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Edit — Save | Close | Paste | Copy | Cut

Commit — Clipboard

For more information, contact the HSIN Outreach Team at **HSIN.Outreach@hq.dhs.gov** or visit our website at **www.dhs.gov/hsin.**

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Scan the QR code* or visit our website to learn more about how HSIN can help support your mission.

* You must have a QR code reader installed on your mobile device.